



Word I

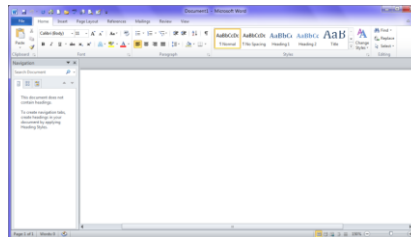
Accessing Word

1. From the Tool Bar, select the  icon.
2. From the Start menu, select the Word  icon.

Note: If the Word Icon is not on the main start menu, select **All Programs**, then **Microsoft Office**. The Word program should be listed, if it is loaded on the computer.



The Document Window



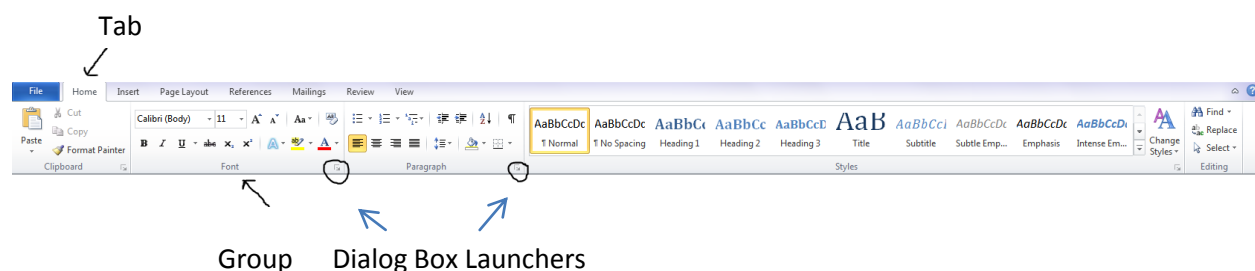
The most common writing functions can be found on this screen. Although you can use keyboard and mouse shortcuts, the most basic way to use Word is to click on one of the options in the ribbon.

The Ribbon

Part of the new 2010 user interface, the ribbon is the rectangular region across the top of the document window. It puts the options you need in plain view. The ribbon has three basic components:

- Tabs – There are eight of these across the top. Each one represents a major function of the software.
- Groups – Each tab has several groups that show related items together.
- Commands -- A command can be a button, a drop-down list, or a box to enter information.

Additionally, there are other more specialized commands that can be reached through a Dialog Box. To access these commands, use the Dialog Box Launcher located by each group.



Quick Access Toolbar

The Quick Access Toolbar is the small row of icons in the upper left, above the ribbon. It contains some commands that you use over and over every day, such as Save, Undo, and Repeat. You can add your favorite commands to it so that they are available no matter which tab you are on.

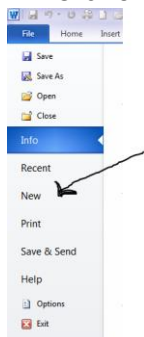


To add commands to the Quick Access Toolbar, click the **More** arrow to the right of the toolbar, or right-click the command you want to add, then click **Add to Quick Access Toolbar**.

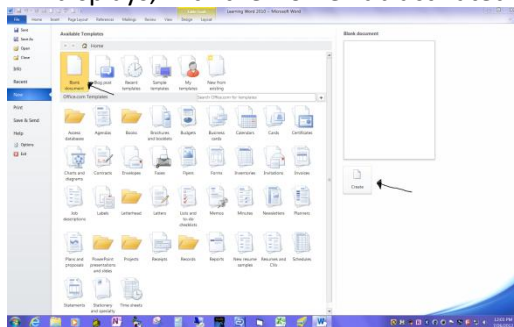
Create a Document

What to Do

1. On the ribbon, click on the File Tab. The File Menu Displays.
2. Click on the **New** option at the left. The New Document Window Displays.



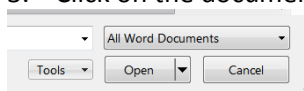
3. Leaving the **Blank Document** option highlighted, click on **Create**. The Document Window displays, with the Home Tab activated.



Open a Document


What to Do

1. On the ribbon, click on the **File** Tab, and then click **Open**.
2. In the left pane, click on the drive or folder that contains the document you wish to open.
3. Click on the document you wish to open and then click on the **Open** button.



Save a Document

What to Do

1. Click on the Save  icon on the Quick Access Toolbar.
2. Enter a name for the document on the arrowed line and click on **Save**.

Making Changes to a Document

There are many ways that you can change a document to make it look more interesting or to draw the reader's attention to a particular passage. The most common ways are listed as buttons on the Home tab.

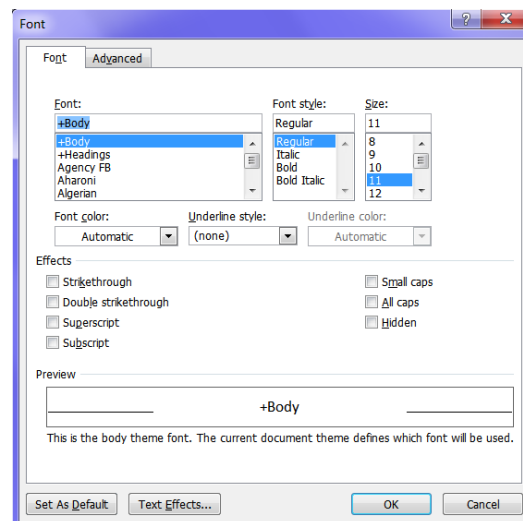


If you are on a different tab, you can quickly get to these options by highlighting your selection and right clicking.

Changing the Font

The font is the appearance of the letters on the page. There are many different fonts available in Word and it can be fun to see what your document can look like.

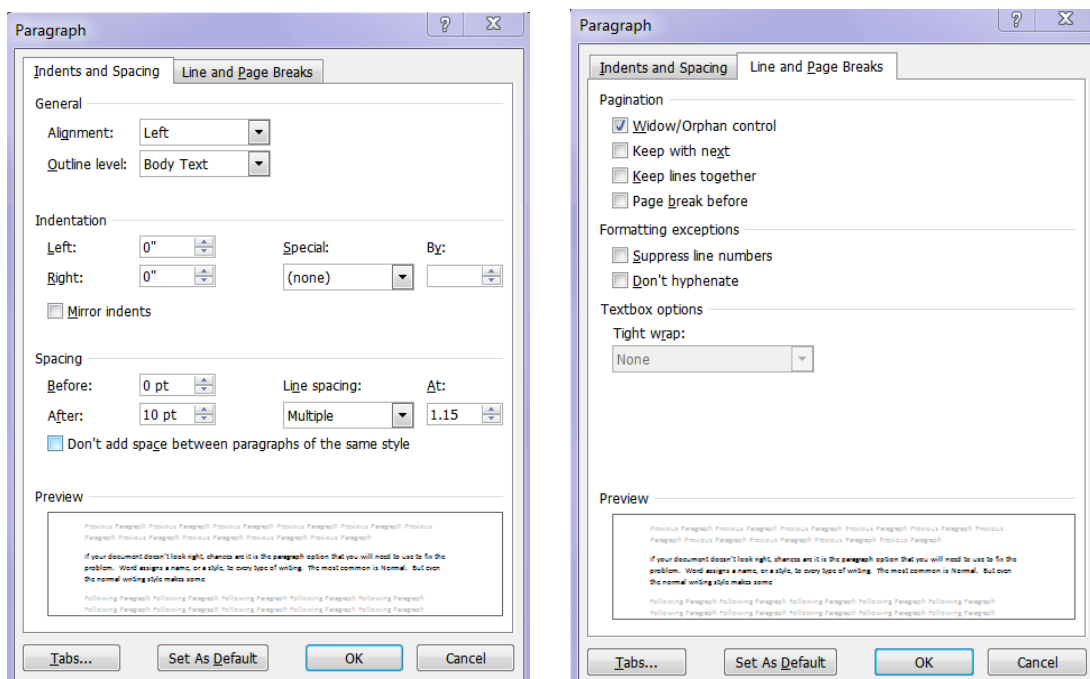
To change a word, sentence, or the entire document, you must highlight the item first. To highlight a particular word, you may click the cursor at the beginning of the word and drag it to where you want it to go. You may also just double-click on a word. When the word is highlighted, it turns bright blue on the screen. You may then select an option from the ribbon, right-click on the mouse and select Font, or else click on the Dialog Box Launcher in the Font Group. The Font Dialog box looks like this:



As you make the changes, the Preview section of the font dialog box shows you what the highlighted text will look like when the changes are applied. When the section looks like you want it, select OK.

Changing the Paragraph Style

If your document doesn't look right, chances are it is the paragraph option that you will need to use to fix the problem. Word assigns a name, or a style, to every type of writing. The most common is Normal. But even the normal writing style makes some basic assumptions. For example, the normal writing style assumes that you want to leave some space between paragraphs, so it automatically adds ten points of space between the lines, if you press enter to indicate a new paragraph. When the document automatically wraps the text onto a second line, there are no extra points between the lines. Sometimes this extra space can make your document look untidy or uneven. To fix this problem, highlight the selection and either right-click on the mouse and then select Paragraph..., or else click on the dialog box launcher in the **Paragraph** group on the **Home** Tab. This displays the Paragraph Dialog box.



From the Indents and Spacing tab, you can change the general alignment of the text. The options are:

- Left – all text lines up along the left side of the page.
- Right – all text lines up along the right side of the page. This is often used with numbers.
- Centered – all text is centered evenly between the sides of the page.
- Justified – all text lines up along both the left and right side of the page. The system automatically inserts spaces so that this will look appropriate.

You may also want to adjust the spacing before and after the text on a case-by-case basis using the before and after selections. You may also select it for an entire document by changing the line space to “Double” or some other option.

Using Spelling and Grammar Check

Word makes it easy to determine if there are spelling or grammar errors. Misspelled words are underlined in red. Potential grammar errors are indicated in green. Contextual grammar errors are underlined in blue.

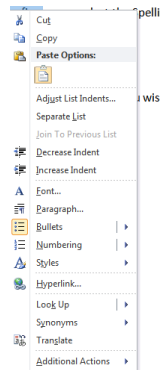
Spelling and Grammar check can be accessed three ways:

- Right-click on a misspelled word and pick the correct word from the context menu.
- From the Review menu and the Proofing group, select the Spelling & Grammar button.
- Hit F7.



Using Word's Built-In Thesaurus

Word also has a built-in thesaurus. To use it, highlight the word you wish to find a replacement for, and then right click. The following menu displays:



Click on the **Synonyms** option, which is towards the bottom. This brings up another menu that includes words similar to your highlighted word. If you don't like the options that Word has selected, you may select Thesaurus at the bottom of the choices menu to bring up the Word Thesaurus, which drops onto the right pane. You may then search for a word and use it, or look at the synonyms of related words to find the one you like.

Printing a Document

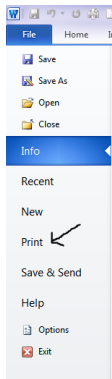
There are many print options, but your printer must have the capabilities you select. For example, if your printer does not support double-sided printing, selecting that option will not work.

By clicking on the arrows next to the printing options, you will find more detailed information about your selections. For example, the portrait orientation is paper that is longer on the left and right sides. For landscape orientation, the paper is turned sideways, so the longer side is the top and bottom.

Clicking on the **Printer Properties** option allows you to customize your print job further, such as selecting to print in black and white or a fast draft to save your color ink.

What to Do

1. On the ribbon, click on the File Tab.
2. Click on the **Print** option at the left.



3. Select the appropriate options and then click on the **Print** button.



*The Smith Public Library Computer Lab and Computer Training Classes are paid for by the
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